

Senior Project Manager– Job Profile (Technology Change Team)

- **Purpose:** To manage the timely delivery of complex technology related projects to cost and quality, for the customer and member-facing business and / or back-office functions, in line with the defined technology roadmaps and business strategy. In addition, this role will line manage and develop Project Managers working as part of project delivery.
- **Reporting:** Senior Programme Manager
- **Values:** Co-operation, Self Help, Self responsibility, Democracy, Equity and Equality.
- **Essential Skills and experience:** At least 5-7 years of experience in project management, with a proven track record of managing large scale business and / or IT change projects. Experience of the Retail and / or Funeral industry is desirable
- **Qualifications:** Project Management Qualification: (Prince 2 Practitioner, Agile, PMP equivalent) and / or experience of having used both waterfall and agile frameworks across the full project lifecycle

We make a *difference* to Members & customers

We're *better* every day

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| • Forecasting, tracking and reporting on project spend and benefits, agreeing a process for the benefits realisation review following the completion of the project | ✓ | Cost and benefit realisation |
| • Managing communication and relationships with all stakeholders (including Exec Sponsor) throughout the delivery lifecycle, ensuring a communications and engagement plan is in place and executed for successful implementation of change | ✓ | Communication and engagement plan agreed and achieved |

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| • Project delivery to time, cost and quality, raising change control and seeking approval as necessary for deviations from the original business case | ✓ | Successful project delivery |
| • Develop and monitor comprehensive project plans, including timelines, resource allocation, and budgetary management | ✓ | Adherence to project lifecycle and toolset |

We're a *caring* community

We work together with *purpose*

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| • Lead and mentor project managers and team members, fostering a collaborative and productive work environment | ✓ | Proven colleague development |
| • Promote an inclusive culture where everyone feels welcome | ✓ | Strong colleague engagement |

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| • Motivating and leading the project delivery team, including functional Subject Matter Experts, IT architects, developers, testers and process / product analysts to deliver on time and to budget | ✓ | Productive teamwork |
| • Managing delivery of the project with third party vendors and systems providers | ✓ | Good 3 rd party engagement |